

5H - REDUCED-SCHEDULE PUPILS

A. **Definition:**

A reduced schedule pupil is a pupil in grades 9-12 whose parents have requested, in writing, that the pupil be permitted to enroll and attend high school for fewer than the minimum pupil instructional hours required for a full-time pupil. The request must show the pupil's personal or familial need for a reduced schedule; and, how a reduced schedule would be in the pupil's best educational interest. The pupil must be enrolled and attending not less than 80% of the minimum required hours. Such a request must be reviewed by the school counselor, or designee, and deemed to be in the best educational interest of the pupil. A reduced scheduled pupil may be counted for a full membership (1.0 FTE) if the pupil meets the eligibility requirements below.

NOTE: A reduced schedule is acceptable for pupils participating in a class pursuant to the Post-Secondary Enrollment Options Act. (See Post Secondary Enrollment for additional information.)

B. **Requirements for Counting Membership**

A local school district may count as 1.0 FTE a high school pupil with a reduced schedule of at least 80% of the minimum required hours, if the district has documented evidence that all the following occurred on or before the count date.

1. The pupil and/or pupil's parent/guardian submitted a written request for a reduced schedule that details the reason that a reduced schedule would be in the best educational interest of the pupil. If the pupil is less than 18 years of age, the request must be signed by both the pupil and the pupil's parent/guardian. If the pupil is 18 years of age or older, the request must be signed by the pupil.
2. The local school district's counselor, or other authorized representative, evaluated the reason for the request and determined that a reduced schedule was in the best educational interest of the pupil.
3. The local school district scheduled the pupil for at least 80% of the required minimum number of hours of instruction for the school year.

C. **Pupils Ineligible for Reduced Schedule**

The local school district **may not** grant a reduced schedule for any of the following reasons.

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Michigan Department of Education
Pupil Accounting Manual

1. The local school district collectively enrolled an entire class or category of pupils on a reduced schedule basis. Reduced schedules must be considered on a case-by-case basis.
2. The local school district granted a reduced schedule because the pupil needed less than the minimum hours to earn enough credits to graduate.
3. The local school district established an alternative education program where each pupil in the program was separately judged to need a reduced schedule. Each program must offer the minimum required hours, except an alternative education program may apply to the Department for a waiver of the days and/or hours requirement.
4. A reduced schedule cannot be granted, by a district, because there was an insufficient number of classrooms or certificated teachers to enroll a group of pupils in a class.

NOTE: The FTE for any pupil not receiving the minimum number of required hours of pupil instruction for a full-time pupil or the minimum number of hours for an approved reduced schedule must be computed according to part-time membership computation rules.

D. Regulatory References

State Aid Act Section:
388.1701(7)(c)

Administrative Rule:
340.10(5)

Q #1

A senior is an emancipated minor living on her own in a room she has rented in the district. She works four hours each night (not as part of a work-based program). This pupil has submitted a request for a reduced schedule. This pupil needs 5 classes to complete the credits she needs to earn her high school diploma. May she be counted for a full FTE?

A #1

The key is that this would be in the pupil's best educational interest. She is financially supporting herself (emancipated minor paying rent). The fact that she only needs the five classes to complete the requirements to earn her diploma is a plus for her but is not part of the consideration to granting a reduced schedule. A reduced schedule would make her eligible to be counted for a full FTE.

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Q #2

A junior is working for 4 hours per night to earn money for the new snowmobile he wants. His parents submitted a reduced schedule request so that he could leave school earlier to work more hours to earn money. May this pupil be counted for a full FTE?

A #2

No, while working and earning money for a snowmobile may be an educational experience, it is not in this student's best educational interest to eliminate academic classes.

Q #3

A group of pupils are enrolled in a CTE class in a neighboring district. The high school class scheduling is such that these pupils cannot enroll in four class periods and the CTE class. Four class periods are necessary to be full time pupils. The actual travel time to the CTE class is not enough to cover the hours these pupils are short in order to be full time pupils. May we grant a reduced schedule to this group of pupils?

A #3

No. Section 101(7)(c), of the State School Aid Act, reads in part: "A pupil in grades 9 to 12 whom a reduced schedule is determined to be in the individual pupil's best educational interest must be scheduled....". A reduced schedule is for an individual pupil and cannot be granted to a group of students.